How to Give Your Students Access to a Central Video Location

By Scott Badger

1. Click the Plus at the top of the Course Menu and then select “Tool Link”.
2. In the Add Tool Link window, do the following:
   a. Add a name
   b. For the type, select “Media Gallery”
   c. Turn on “Available to Users”
3. Click submit.
4. The new Course Menu item will be added to the bottom of the Course Menu. (Note: You can move it to a different location on the Course Menu if you want.)
5. Click on the new link.
6. You will now see your Media Gallery in the right pane. If you have not published any videos yet, than the right pane will be empty.
7. Click the “Add Media” button.

8. Select the video or videos that you want to publish to your Media Gallery.

9. Once you have selected the video(s), click the “Publish” button.

10. The video or videos have been added to your Media Gallery. Now your students will now be able to access your videos at one location.
11. (Optional) – If you need to remove a video from the My Media, click the plus sign and then click the Remove button.